

Graduate Admissions

*Graduate Advisor's
Workshop*

August 1, 2017

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Topics Overview

- Application process overview – Diplomas now required
- Applicant Information System (AIS)
- Graduate Review System
- TAMUDocs refresher

Process for 2018-2019 Application Submission



- ApplyTexas application available at <http://www.applytexas.org>.
 - This is the preferred application since most of the application data will load to Compass electronically. Paper applications may experience a **significant** delay in processing.
- Program application customization:
 - Display custom message up to 250 characters
 - Include “display” and “enforced” deadlines (will default to general university deadlines if not specified)
 - Post custom (dynamic) questions; responses will display at end of application image in TAMUDocs
 - Contact your Admissions Liaison to customize your applications
- Applications submitted by 6 pm are “bundled” and transmitted the next morning. Applications submitted after 6 pm on Friday (and through the weekend) will transmit on Tuesday morning.

Process for 2018-2019 Application Acknowledgement



- After application has been received and loaded into Compass, the application acknowledgement letter (with UIN) is sent to the applicant via email the next day.
 - Email sent again after 3 days (if applicant doesn't log in)
 - Email sent again after 7 days (“)
 - Email and paper letter sent after 10 days (“)
- Acknowledgement letter includes applicant's UIN and instructions for accessing the Applicant Information System (AIS) at <http://applicant.tamu.edu>.
- Applicants can access the Electronic Letter of Recommendation (eLOR) system and upload functions in AIS.



Change - Diplomas

Admissions will require some proof of any/all degrees completed prior to application before we will formally admit applicants.

Applicant Information System (AIS)



TEXAS A&M
UNIVERSITY

<https://applicant.tamu.edu>

APPLICANT INFORMATION SYSTEM



CHECK YOUR STATUS

See exactly where your application is in the process.

LOG IN



1



APPLY
TO TEXAS A&M

The first step is filling out the "ApplyTexas Application for Admission."

2

my **NetID**

ACTIVATE
FOR CAMPUS RESOURCES

After you have applied, you will use your NetID to login for access to many campus resources.

3

AIS

CHECK
MY APPLICATION STATUS

The Applicant Information System (AIS) allows you to see exactly where your application is in the process.

4

Howdy

CONNECT
WITH TEXAS A&M

The HOWDY portal is a one-stop site for news, resources, and student information.



AIS Display Prior to Processing

APPLICANT INFORMATION SYSTEM

Application: 2017 Fall - Non-Degree - ENGY - CS



- My App Status
- My Bio Info
- My Test Scores
- My Documents
- My Communications
- My Appeals
- Contact Us

UIN	Name	Admission Type	Term	Major	College	Program Code	Banner ID	Comment(s)
618002921	Burundi N Test App	Non-Degree	2017 Fall	Energy	EN	CTG-ENGY	T00271224	

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My App Is In Progress

Your application for admission has been received. The information on this page will update as your application progresses. [Continue to check back](#) for the status of your specific application documents.

Below are some general application requirements.

Application Fee:

Your application fee is: **PAID**

Transcripts:

Upload official college transcripts as required.

Test Scores:

You may view test scores received under the **My Test Scores** tab above.

NOTE: Graduate departments have access to view all items you have submitted in support of your application for admission.

[Cancel / Withdraw Application](#)



AIS Display After Processing

APPLICANT INFORMATION SYSTEM

Application: 2017 Fall - Graduate - AGBU - CS



- My App Status
- My Bio Info
- My Test Scores
- My Documents
- My Communications
- My Appeals
- Contact Us

UIN	Name	Admission Type	Term	Major	College	Program Code	Banner ID	Comment(s)
618002921	Burundi N Test App	Graduate	2017 Fall	Agribusiness	AG	MAB-AG	T00271224	

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My App Is Incomplete

- Documents Required for ADMISSION

Document	Complete
\$50 GRAD APPLICATION FEE	✘
RESIDENCY QUESTIONNAIRE (Details)	✘
UPLOADED COLLEGE TRANSCRIPT FROM PEKING UNIV (BEIJING UNIV)	✔
Unofficial Graduate Test Score	✔
TEST OF ENGLISH PROFICIENCY (VIEW ALL TESTS)	✔

- Additional documents required if admitted

Document	Complete
GRADUATE TEST SCORE	✘ ⓘ
Permanent Resident Card	✘
COLLEGE TRANS W/ FINAL GRADES FROM PEKING UNIV (BEIJING UNIV)	✘
BACTERIAL MENINGITIS PROOF OF VACCINATION (Details)	✔

Symbol	Description
✘	Document has not been received.
⚠	Document has been received that may satisfy this requirement, but has not yet been processed.
✔	Document is received and complete.



AIS – Status messages

APPLICANT INFORMATION SYSTEM Application: 2017 Fall - Graduate - AGBU - CS

My App Status | My Bio Info | My Test Scores | My Documents | My Communications | My Appeals | Contact Us

UIN	Name	Admission Type	Term	Major	College	Program Code	Banner ID	Comment(s)
618002921	Burundi N Test App	Graduate	2017 Fall	Agribusiness	AG	MAB-AG	T00271224	

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My App Is Incomplete

- Documents Required for ADMIS

Document	Complete
\$50 GRAD APPLICATION FEE	✗
RESIDENCY QUESTIONNAIRE (Details)	✗
UPLOADED COLLEGE TRANSCRIPT FROM PEKING UNIV (BEIJING UNIV)	✓
Unofficial Graduate Test Score	✓
TEST OF ENGLISH PROFICIENCY (VIEW ALL TESTS)	✓

- Additional documents required if admitted

Document	Complete
GRADUATE TEST SCORE	✗ i
Permanent Resident Card	✗
COLLEGE TRANS W/ FINAL GRADES FROM PEKING UNIV (BEIJING UNIV)	✗
BACTERIAL MENINGITIS PROOF OF VACCINATION (Details)	✓

Expired Test Score

OK



AIS – Electronic Letters of Rec

Accessed via the My Documents tab:

APPLICANT INFORMATION SYSTEM Application: 2017 Fall - Int'l Graduate - PETE - CS

My App Status My Bio Info My Test Scores **My Documents** My Communications My Appeals Contact Us

UIN	Name	Admission Type	College	Program Code	Banner ID	Comment(s)
618002921	Burundi N Test App	Int'l Graduate	EN	MEN-EN	T00271224	

Received Documents
Upload Documents
Uploaded Documents
Letter of Recommendation
Fall Engineering


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My App Is Incomplete

ADMISSION



AIS – Electronic Letters of Rec

 OFFICE OF ADMISSIONS
 APPLICANT INFORMATION SYSTEM TEXAS A&M UNIVERSITY July 27, 2017

Letter of Recommendation Request System [Add Recommender](#) | [Hide Instructions](#)

Welcome to the Texas A&M University online Letter of Recommendation (LOR) system. This system will assist you in requesting letters of recommendation to support your application for admission into your chosen graduate program. The format for these recommendations will follow the standard Texas A&M University letter of recommendation form.

You will be able to submit information for up to **10** recommenders; however, we suggest you contact your department of interest for information on how many letters of recommendation are required with your application.

Please be advised that recommendations submitted in this manner will be associated with this application only. If you make any changes to your application for admission (different major, level and/or application term), we suggest that you contact the department of interest to see if they will require new letters of recommendation, or if they will accept letters of recommendation submitted in support of previous applications.

Recommendations sent directly to your department of interest will not display in AIS.

Steps for successfully requesting letters of recommendation:

- 1. Compile a list of recommenders** - individuals who are familiar with your academic achievement and potential. If you have been out of school for a number of years and are unable to contact former professors, you may submit non-academic references (e.g., employers).
- 2. Gather program information and test scores (if available):**
 - a. Information about the degree program you have completed or are currently completing (degree, graduation date, institution, grade point average - GPA)
 - b. The date and scores (if taken) of your Graduate Record Examination (GRE) test.
3. Select the link below titled **"Add Recommender"** for each of your potential recommenders, enter the requested information, and select **Save**.

Note: You may wish to contact your recommenders (via phone, postal mail, etc.) to inform them of the forthcoming Letter of Recommendation Request email. If you wish to provide your recommender with a resume, curriculum vitae, or other supplemental information, you will need to send that information independent of the LOR system.

4. For each Request with a status of "Ready", click on the **"Send First Email"** in the **Next Step** column.

Note: Emails are not automatically submitted when you save your requests.

5. **Manage/monitor your requests** in the section below.

Note: Once a recommender has been added to the recommendation request list, any information associated with the recommendation request cannot be viewed, modified or deleted.

Recommendations submitted via the eLOR system in AIS are imaged and deposited into TAMUDocs within 1 hour of receipt.

The GRS checklist item will be completed immediately upon receipt.

Recommendation Request List

Title	Name	Email	Submitted Date	Status	Status Date	Next Step
Mr.	JORDAN SASS	jsass@tamu.edu	4/19/2017 3:50 PM	Email Sent	4/19/2017 3:50 PM	Send Reminder
Mr.	LANE HUMPHREYS	lanehumphreys91@tamu.edu	1/30/2017 10:20 AM	Received	1/30/2017 10:37 AM	
Dr.	WARREN ZIMMER	wezimmer@medicine.tamhsc.edu	11/28/2016 12:15 PM	Email Sent	11/28/2016 12:15 PM	Send Reminder

[Add Recommender](#)

You can track the status of each recommendation request via the status column in the above list. The detailed status descriptions are listed below:

Graduate Review System

- Module within the Applicant Information System (AIS)
 - Provides mechanism to display “Documents Required by Graduate Department” checklist in AIS
 - Includes a “Departmental Data Sheet” to collect applicant data
 - Allows sorting/filtering of applicants based on collected data
 - Creates internal workflow with routing to different review groups
 - Generates PDF of select items in TAMUDocs for easy review
 - Communicates admission decision to Office of Admissions



Graduate Review System

Admitted graduate applicants: Please be aware you will NOT be allowed to register for courses until all uploaded transcripts have been submitted in hard copy to our office.

APPLICANT INFORMATION SYSTEM

Application:
Fall 2016 - College Station - Int'l Graduate



- My App Status
- My Bio Info
- My Test Scores
- My Documents
- My Communications
- Contact Us

UIN	Name	Admission Type	Term	Major	College	Program Code	Banner ID	Comment(s)
	Anqi Wang	Int'l Graduate	Fall 2016 - College Station	Biomedical Engineering	EN	PHD-EN		

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My App Is Complete

The Office of Admissions has received all items required from you at this time, and we will not have any additional information about the status of your application until your department returns a decision to our office.

Please check with your department of interest to ensure that you have submitted all departmentally-required items necessary for admission consideration.

- Documents Required for ADMISSION

Document	Complete
GRADUATE TEST SCORE (VIEW ALL TESTS)	✓
COLLEGE TRANSCRIPT FROM NANJING UNIVERSITY	✓
TEST OF ENGLISH PROFICIENCY (VIEW ALL TESTS)	✓
\$90 INTL APPLICATION FEE	✓
COLLEGE TRANSCRIPT FROM NANJING UNIVERSITY	✓

- Documents Required by Graduate Department



Graduate Review System

- Documents Required by Graduate Department

Document	Complete
Letter of Recommendation 1	✓
Resume	✓
College Transcripts	✓
Statement of Purpose	✓
Letter of Recommendation 2	✓
Letter of Recommendation 3	✓
Departmental data sheet	✗
Confirmation Page	✗

- Additional documents required if admitted

Document	Complete
DIPLOMA-BACHELOR'S DEGREE FROM NANJING UNIVERSITY	✗ i
DIPLOMA-MASTER'S DEGREE FROM NANJING UNIVERSITY	✗
FINAL TRN 4 YEAR BACHELORS FROM NANJING UNIVERSITY	✗
FINAL TRN MASTER'S DEGREE FROM NANJING UNIVERSITY	✗
BACTERIAL MENINGITIS PROOF OF VACCINATION (Details)	✓

Symbol	Description
✗	



Graduate Review System

Interested in GRS?

Email Catherine Roueche-Herdman at
catherinerh@tamu.edu for a demonstration.

TAMUDocs Refresher

- TAMUDocs
 - View application and supporting documents (transcripts, letters of recommendation, statement of purpose)
 - Stamp admission decision via “Workflow” queues (UnDecisoned & UnConfirmed)
 - Application (and other documents) available under “Documents” until student matriculates (theoretically)

Decision Stamps in TAMUDocs

Decision stamps in TAMUDocs allow you to admit applicants to a SPECIFIC degree level and term.

You must specify the 64 or 96 hour program when admitting a PhD applicant.

Term changes can be made using the “Admit with Changes” stamp.

- GRAD - Admit as Non-Degree -
- GRAD - Admit Conditional -
- GRAD - Admit to 64 hour PhD -
- GRAD - Admit to 96 hour PhD -
- GRAD - Admit to EdD -
- GRAD - Admit to Master -
- GRAD - Admit with term change -
- GRAD - Confirmed by
- GRAD - Deny -
- GRAD - Distance Education
- GRAD - Funded
- GRAD - No Action -

The screenshot shows a TAMUDocs application form for NC 272052030 UNITED STATES. The form includes fields for Country Code, STND (Y/N/I), Emergency Contact (Name: MS GINA BRADY, Phone: 336-029-0465, E-mail: ginabradyl@hotmail.com), Preferred Phone (336-953-2511 (C)), E-mail Address, and Military Status. An Annotations section contains a stamp: **Admit with term change
change term to:
Signature Authority
bsaget
06/24/2014**. A Stamp Annotation dialog box is open, showing the content of the stamp: **Admit with term change
change term to: FALL 2015
Signature Authority
bsaget
06/24/2014**. The dialog box has OK and Cancel buttons.

Decision Stamps in TAMUDocs

NOTE: There is now an “Approved by” stamp in TAMUDocs, but this is NOT used to confirm decisions. The stamp routing scripts do not recognize this stamp.



Please continue to use the “Confirmed by” stamp to confirm admission decisions.

Contact Information

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